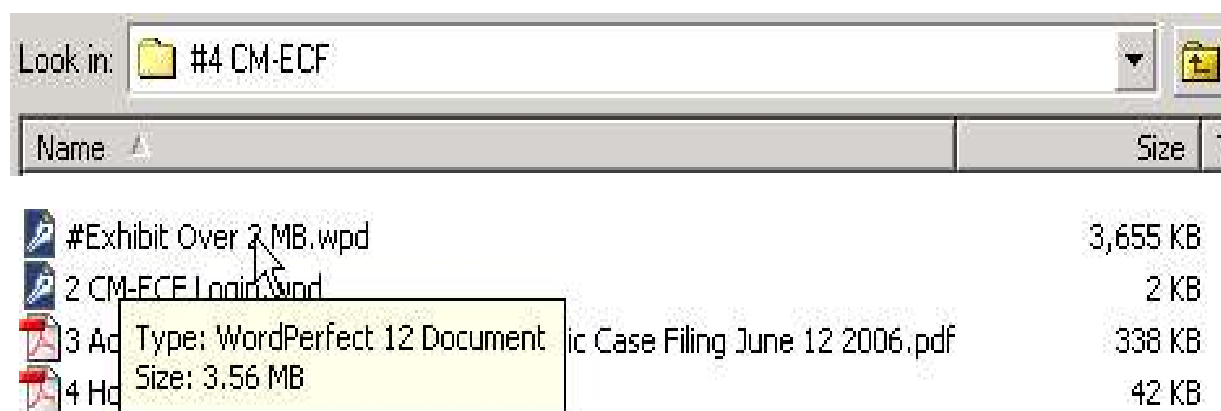


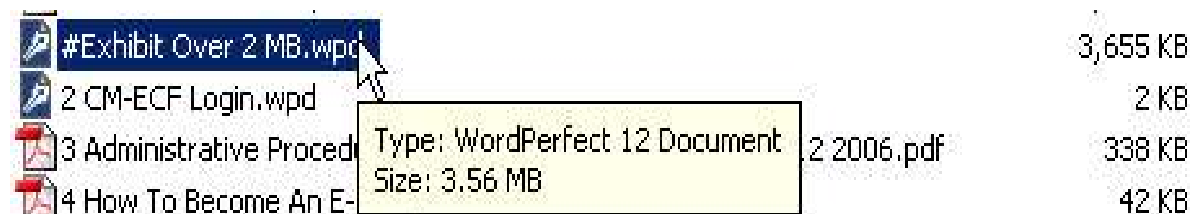
Checking the Size of your Document Before Filing and Reducing the Size During Conversion to PDF

Documents, attachments and exhibits must be no larger than the recommended two megabytes (2MB) or the ECF system will reject the filing. You can check the size of your Word or WordPerfect document before converting it to a PDF, then check it again after it has been converted, as the sizes will differ. In this example we are using WP12 and Adobe Acrobat 7.0.

1. After creating and saving your document, hold the cursor over the title (or click on the title to highlight and continue to hold the cursor over the title) and the size will pop-up as shown below:



OR



2. **DO NOT DO THIS STEP.** During conversion to PDF without changing any settings, the document will grow in size. In this example, we are using pictures. Note the size of the PDF document below:

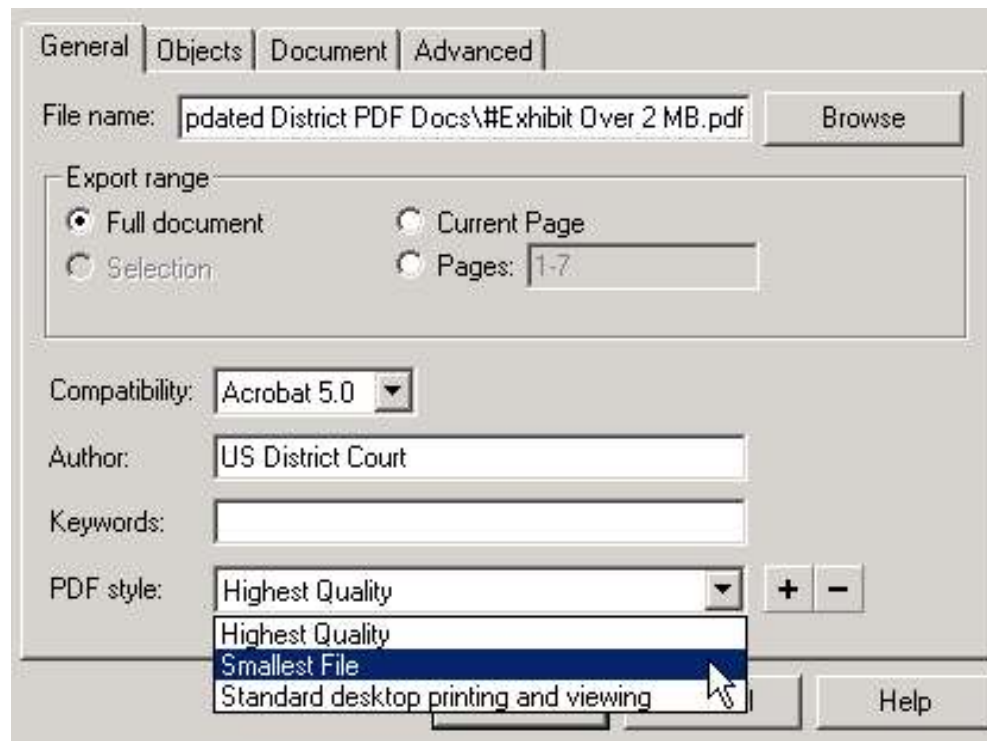


Exhibit Over 2 MB.pdf	5,247 KB
Exhibit Over 2 MB.wod	3,655 KB
ExhibitsA-C.pdf	Type: Adobe Acrobat 7.0 Document Size: 5.12 MB 7 KB
ExhibitsD-F.pdf	7 KB

3. Instead, convert the document and reduce the size at the same time. While your WP document is open, click on **File**, then scroll down and click on **Publish to PDF**:



4. Click on the arrow beside **Compatibility** and change to a minimum of **Acrobat 5.0**. Next, click on the arrow beside **PDF style** and select **Smallest File**, then click OK:



5. Check the size of the PDF document. In this example, the same document is now within the 2MB limit and will not have to be split. Should the size still be over the 2MB limit, see the instructions title ***Splitting a PDF Document***.

Name ▲	Size
#CM-ECF Index.wpd	21 KB
#Exhibit Over 2 MB Reduced Size.pdf	594 KB
#Exhibit Over 2 MB.pdf	5,247 KB
#Exhibit Over 2 MB.wpd	3,655 KB
2 CM-ECF Login.wpd	2 KB

Type: Adobe Acrobat 7.0 Document
 Size: 593 KB